



IB159 CHECKLIST FOR LAND DEVELOPMENT APPLICATIONS PUBLIC INFRASTRUCTURE

(Revised 1-23-2014 Socrata Update, 10-29-2014)

City Planning & Development Department - Development Services (CPD-DS)
City of Kansas City, Missouri <http://www.kcmo.org>

Following are basic plan submittal requirements for plan reviews. **Mark the appropriate response in checkboxes for every item in the Checklist and make sure those are properly addressed in your submittal. It is no longer mandatory that this form be provided with the application.**

CPD-DS-LDD

7. Plan Presentation Criteria: minimum requirements for street, storm, sanitary sewer, site disturbance, street lighting, site grading and storm drainage studies:

a.	Name and type of project
b.	Scope, Summary of Quantities, standard legend and contract no. information
c.	Engineer's Certification block
d.	Developer's acknowledgement and signature block with contact information and number of contracts
e.	Location map
f.	P.E. seal (In accordance with the MO Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects section: 4 CSR 30-3.030.)
g.	Revision block noting all changes in accordance with State Sealing Requirements.
h.	Standard plan size (24" x 36")
i.	Case Number, CPC Case Number, Final Plat SD Number, Controlling Ordinance Number
j.	Watershed Name, Parcel APN numbers

8. Terms and Conditions:

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Zoning/rezoning - provide pertinent documents (Case no., Controlling Ordinance, Staff Report)
YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	Platting - provide pertinent documents (Case no. Controlling Ordinance, Staff Report)
YES <input type="checkbox"/> NO <input type="checkbox"/>	c.	Lot split - provide all pertinent documents including lot split no.
YES <input type="checkbox"/> NO <input type="checkbox"/>	d.	Development Plan Application submitted
YES <input type="checkbox"/> NO <input type="checkbox"/>	e.	Disposition letter issued by City Plan Commission - submit copy
YES <input type="checkbox"/> NO <input type="checkbox"/>	f.	Exploratory borings
YES <input type="checkbox"/> NO <input type="checkbox"/>	g.	Borings indicate rock
YES <input type="checkbox"/> NO <input type="checkbox"/>	h.	Removals by blasting - a blasting permit will be required from PWD
Need to apply <input type="checkbox"/> Have Applied <input type="checkbox"/>	h.	Status of blasting permit application
YES <input type="checkbox"/> NO <input type="checkbox"/>	i.	Public right-of-way to be dedicated by warranty deed. Include <u>ALL</u> related documents on page 11 at https://data.kcmo.org/Land-Development/Right-of-Way-Policy-and-Procedures-Manual-For-Cons/ngrg-u8rw

9. General Utility Requirements:

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Storm sewer crossings of new or existing streets. Either flowable backfill, or testing in conformance with APWA 2600.
YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	Watermain extensions? Yes - verify MDNR requirements and provide status of Water Service Dept. review

10. Site Disturbance:

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Is disturbed area equal to or greater than one acre? No – Site Disturbance Permit is not required. Remaining conditions of Ordinance 981135 apply. Yes – Site Disturbance Permit is required. See item c. - NOTE below.
Need to provide YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	Do proposed drainage improvements discharge to a lake or pond? Yes - Developer must post performance bond for Site Disturbance Permit. Bond not required at time of plan review but will be required at time of issuance of Site Disturbance Permit
NOTE:	c.	If disturbed area is equal to or greater than one acre, a Permit is also required from the Missouri Department of Natural Resources (MDNR). After City compliance for Site Disturbance Permit is met, CPD-DS-LDD use to issue a letter to the design professional for inclosing in engineer's MDNR NPDES permit application. However, MDNR has gone to a digital application process and no longer requires our letter. To access the MDNR e-permitting for Land Disturbance see http://content.govdelivery.com/bulletins/gd/MODNR-4dd5bb

Site Disturbance Plan Components: additions to those listed in 8) above

Title Sheet		
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	a.	Total disturbed area
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	b.	Project benchmark
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	c.	Section-Range-Township
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	d.	City, County, State
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	e.	Legal description, labeled "Legal Description" or Property Description"
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	f.	Sheet index
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	g.	Full name of Land Disturbance plans including other coincidental activities
Sheet 2		
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	h.	General notes
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	i.	KCMO Ordinance No. 981135 notes
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	j.	Detailed bar chart-type construction schedule to assess the permit duration
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	k.	Excerpt of soil survey from County soils records
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	l.	Soils legend
Sheet 3		
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	m.	Existing and proposed contours
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	n.	Seed and mulch notes
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	o.	Show and identify property lines and label as "Property Line"
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	p.	BMP construction details
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	q.	Storm sewer plans for permanent detention facilities used temporarily for siltation control
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	r.	Earthwork quantities (public/private)
Sheet 4/5/6		
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	s.	Phased erosion control measures
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	t.	Inlet protection measures
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	u.	Explanation of work to be performed in each phase of Site Disturbance activities
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	v.	Vehicle tracking control location and detail
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	w.	No more than ¼ acre of disturbed area per 100 LF of silt fence
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	x.	Material stockpile locations and erosion control measures
Sheet 7		

REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	y.	Riser pipe/sediment basin detail
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	z.	Check dam detail
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	aa	Silt trap detail
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	bb	Temporary diversion dike detail
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	cc	Diversion ditch details
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	dd	Inlet protection details
Miscellaneous		
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	ee	Offsite grading easements
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	ff	Private grading permit application

11. Storm Drainage Study:

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Does the project meet the definition of a “development” under APWA section 5601.2 and 5601.3?
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	b.	If “Yes”, a storm drainage study sealed by a Missouri-registered professional engineer is required, consisting, at a minimum, of a letter addressing stormwater runoff management from the project and may recommend stormwater detention/retention and/or downstream drainage improvements in accordance with APWA and adopted KCMO supplements. A macro drainage must be prepared for phased projects in accordance with the Stormwater Management Plan document. Refer to “Policies” on the City webpage.
YES <input type="checkbox"/> NO <input type="checkbox"/>	c.	Is project located in a regulatory floodplain?
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	d.	If “Yes”, a Floodplain Study must be provided for processing through CPD-DS-PMB.
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	e.	If “Yes”, address the following comment: Substantial improvements for this project do not address the detrimental impact to the Health and Safety issues that exist upon such property. Under the Nuisance law “Chapter 28 of Code of Ordinances of KCMO i.e. Sections 28-4(b), 28-4(e), 28-5(2)...” and “FEMA 44CFR i.e. sections 60.3(4)(II), 60.22(b)(2), 60.22(c)(1), 60.22(c)(7), 60.23(h)(1), 60.23(h)(6)...” you must address the above issue before the Floodplain Certificate is issued, even though the damage would be self inflicted.

12. Storm Water Quality Analysis:

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Does the project meet the definition of a “development” under APWA section 5601.2 and 5601.3?
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	b.	If “Yes” to “a.” above, and Storm Drainage Analysis in (11.) above is submitted after October 9, 2006, provide a water quality analysis in accordance with the adopted BMP Manual in addition to Storm Water Mitigation. Consult with Land Development Division if you believe the project’s amount of disturbance is insignificant and should not be required to meet the Level of Service (LOS) analysis outlined in the BMP Manual. If the pre and post impervious areas or CN’s change, the analysis show what existing areas or proposed areas and their value rating are being used to meet the Level of Service required for the net change in impervious conditions on the site. Please use only the disturbance area when evaluating redevelopment sites. The typical formula is (Disturbance Area)*(LOS/Composite Value Rating) when determining areas to be reserved for water quality treatment. See BMP Manual for additional information on meeting this requirement. (see https://data.kcmo.org/Land-Development/BMP-Manual-APWA-03-2008/y8s3-kjxk). See also Effective Dates & Applicability for Newly Adopted APWA Specifications (link to be added).
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	c.	If “No” to “a.” above, and site improvement application is submitted after October 9, 2009, provide only water quality analysis in accordance with the adopted BMP Manual. Consult with Land Development Division if you believe the project’s amount of disturbance is insignificant and should not be required to meet the Level of Service (LOS) analysis outlined in the BMP Manual. Generally, some site may not increase the impervious area, or may even decrease the impervious area. These sites shall provide the LOS analysis for the reduced Level of Service amount noted in the table for the 2003 BMP Manual or in accordance with the percent change in impervious area as outlined in the 2008 BMP Manual.
YES <input type="checkbox"/> NO <input type="checkbox"/>	d.	If “Yes” to “b.” or “c” above, provide Conveyance of Easement for BMP’s for that area to be reserved based on the LOS analysis. (See https://data.kcmo.org/Land-Development/Easement-Instructions-And-Information-Document/g83g-fzw3)

13. Storm Sewers: Conforming to APWA Section 2600 requirements

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Is the project within an existing subdivision?
YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	Are storm sewers available?

REQ <input type="checkbox"/> N/A <input type="checkbox"/>	c.	If “Yes” , submit a Storm Drainage Study detailing development conditions in conformance with APWA Section 5600. Submit Public Storm Sewer Plans if downstream or site improvements are proposed as part of the drainage study recommendations.
YES <input type="checkbox"/> NO <input type="checkbox"/>	c.	If “No” , are offsite storm sewers available within 100 feet of the project limits?
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	d.	If “Yes” , submit Public Storm Sewer Extension Plans to extend sewers to the project limits and/or site area
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	e.	If “No” , submit a Storm Water Drainage Study substantiating that proposed runoff characteristics are unchanged by the proposed project. Submit Public Storm Sewer Plans as required by the Storm Water Drainage Study if downstream improvements are proposed.
YES <input type="checkbox"/> NO <input type="checkbox"/>	f.	Are offsite storm sewer easement(s) required? If “Yes” , offsite easement(s), (i.e. outside plat limits), must be executed and recorded at the county in which the project is located and must identify that county’s document book & page numbers. Permanent and temporary construction easements must be submitted with the initial plan submittal. Sewer alignments typically do not change as a result of the City plan review. An easement exhibit must accompany the easement. The City will verify that easements are on the correct form and will process the ordinance for their acceptance. Submit separate easement documents for each required easement. If “No” , and subdivision platting is required, onsite easements are to be dedicated by plat in accordance with Chapter 66 of the Code of General Ordinances. If platting is not required, easement documents are required as for “Yes” above.
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	g.	Surface Drainage Easements are referenced and delineated on the plat and are submitted as separate easement documents using the appropriate standard form (available at http://www.kcmo.org/codes.nsf/web/LDDeasements?opendocument). Surface drainage easements must be executed, but need not be recorded if they are within the plat boundary and will be recorded with the plat.
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	h.	Storm Water BMP’s labeled on the plat with boundaries clearly delineated by showing dimensional ties to known points on the plat and dimensions and bearings along the perimeter. A separate maintenance agreement is required for BMP maintenance.

14. Stream Buffer Plan: Conforming to Chapter 88-415 of the Code of Ordinances

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Is the project within a regulated stream, or subject to compliance with a Preliminary and Final Stream Buffer Plan (PBP or FBP) that should be submitted with the proposed development plan? (see https://data.kcmo.org/Land-Development/Stream-Buffer-Regulations-Master/s6kp-wekk) If YES, then b through e applies, if NO, mark NO on b through e.
YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	If subject to Preliminary Buffer Plan, please included PBP in the submittal with the Final Buffer Plan (FBP).
YES <input type="checkbox"/> NO <input type="checkbox"/>	c.	If Buffer area is not being established or dedicated for recording in permanent open space as part of a final plat application occurring concurrently with this application, a Buffer Easement is included in the submittal with the Final Buffer Plan. (see https://data.kcmo.org/Land-Development/Easement-Instructions-And-Information-Documents/g83g-fzw3)
YES <input type="checkbox"/> NO <input type="checkbox"/>	d.	If Buffer area is being established or dedicated for recording in permanent open space as part of a final plat application occurring concurrently with this application, a Restrictive Covenant is to be provided to our Final Plat group for review as required by LDD - City Planning and Development Department. “YES” signifies that you are requesting a draft Covenant document from the Plat Review staff. “No” , signifies this is not applicable, and “c.” above is marked “YES”
YES <input type="checkbox"/> NO <input type="checkbox"/>	e.	If “a.” is marked “YES” the Final Buffer Plan (FBP) shows the limits of the three Zones (Streamside, Middle and Outer) in accordance with Ch 88-415 of the Code and any and all any and all work within the three Zones including but not limited to clearing, grading, disturbances, mitigation, and markers. Adequate field control has been provided to horizontally locate the construction protective fencing and boundary markers. Quantities are also noted for proper permitting under Chapter 64-4 permitting processes as storm related permit work. Final Boundary Markers to be as-built with the storm or separate as-builts.

15. Sanitary Sewers: Conforming to APWA Section 2500 requirements

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Is the project within an existing subdivision?
YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	Are onsite sanitary sewers available?
YES <input type="checkbox"/> NO <input type="checkbox"/>	c.	If “Yes” , Public Sanitary Sewer Extension plans are not required. In certain situations, i.e., when existing system capacity is limited or a substantial capacity is to be utilized by a proposed new user, an analysis may be required to verify capacity adequacy of the existing sewer. Submit sanitary sewer capacity analysis, if required. If “No” , and sewer connection is needed, submit Sanitary Sewer Extension plans

YES <input type="checkbox"/> NO <input type="checkbox"/>	d.	Are offsite sanitary sewer easements required? If “Yes , offsite easement(s), must be executed and recorded at the county in which the project is located and must identify reflect the county’s document book and page numbers.. Sewer alignments generally do not change as a result of the City plan review. An easement exhibit must accompany the easement. The City will verify that easements are on the correct form and will process the ordinance for their acceptance. Submit separate easement documents for each easement required. If “No ”, and subdivision platting is required, onsite easements are to be dedicated on the plat in accordance with Chapter 66 of the Code of General Ordinances of Kansas City, Missouri. If the project is not associated with a proposed subdivision plat application, easement documents are required as for “yes” above.
YES <input type="checkbox"/> NO <input type="checkbox"/>	e.	Is a forcemain required? If “Yes ”, submit Sanitary Sewer Forcemain plans which requires review by the Water Services Dept. Contact that dept. for an estimate of the review time.

16. “As-Built” Drawings: Preparation of “As-builts” drawings is the responsibility of the permittee. Alternatively, they may be prepared and submitted by the design engineer. The original design documents are to be revised to show as-constructed elevations and pipe lengths. Drawings are to be submitted after field acceptance of construction and receipt of a “Request for As-builts” letter. “As-builts” must be submitted for **all** public sewer improvements permitted through CPD-DS-LDD per policy of the Public Works Dept., adopted July 11, 1988, stating: “As-built” drawings are included as permit obligations and are the responsibility of the permittee. Following are the requirements for the “as-built” submittal.

REQ <input type="checkbox"/>	a.	Full set of mylar plans.
REQ <input type="checkbox"/>	b.	Engineer’s “As-built” certification statement and seal.
REQ <input type="checkbox"/>	c.	“As-built” summary of quantities.
REQ <input type="checkbox"/>	d.	Revised elevations and pipe lengths, stub, “tee” or “wye” location stations, and lengths.
REQ <input type="checkbox"/>	e.	Revisions noted by “strike through” or “check marks.”
REQ <input type="checkbox"/>	f.	Final horizontal location of permanent Boundary Markers for Stream Setback Zones.
REQ <input type="checkbox"/>	g.	Revision block update.

17. Street Lighting: Installation of streetlights is required on new roadway or street widening projects. After acceptance of the installation, the City will assume maintenance and operating costs for a standard system. Plans shall conform to APWA Sections 2800 and 5800 Plan Requirements PWD “Plan Presentation Criteria” and other applicable adopted City standards.

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Does project involve new roadway or street widening?
YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	If “Yes ”, submit Street Lighting Improvement Plans. Plans shall be separate from other improvement plans and not incorporated into the street construction plans If “No ”, Street Lighting Improvement Plans are not required. In certain situations, relocation(s) of existing lights to avoid new drive entrances or utilities must be reviewed by the City. Pole relocations may require changes to existing hardware or additional poles may be required to meet illumination standards. These will be at the developer’s expense. Submit Street Lighting Adjustment Plans, as necessary
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	c.	Alternative or nonstandard poles, bases, arms, lamps, fixtures and incidental hardware dedicated for public roadway and/or sidewalk lighting require a maintenance agreement between the City and the Developer. The lighting design must meet current City Standards. Allow additional time for review of alternative lighting and for finalizing the agreement. Estimated length of review can be provided by the. Submit manufacturer’s shop drawings, vendor contact information and IES photometric files for alternative/nonstandard lighting systems.

18. Street Plans: Conforming to APWA Section 5200 Plan Requirements.

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Does project involve new roadway or street widening?
YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	If “Yes ”, submit Public Street Improvement Plans If “No ”, Public Street Improvement Plans are not required. In certain situations, street right-of-way improvements plans may be necessary when substantial streetscape or driveway and sidewalk improvements are proposed. Generally, these improvements are shown as Site Improvements associated with building plan submittals. Since these are incorporated into building plans, separate plans are not required. Submit site improvement sheets in accordance with DS-PMB requirements. Submit separate Public Street Improvement Plans as necessary.

CPD-DS-PRD

19. Site Plan: (see also CPD-DS-LDD)

REQ <input type="checkbox"/> N/A <input type="checkbox"/>	a.	Legal description
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	b.	Scale not less than 1”= 60’
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	c.	Identify and label dimensions of property lines
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	d.	Earth retaining structures
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	e.	North arrow
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	f.	Existing and proposed contours
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	g.	Sidewalks, driveways, paved areas, streets, curbs and gutters
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	h.	Existing and proposed fire hydrants and siamese connections

REQ <input type="checkbox"/> N/A <input type="checkbox"/>	i.	Building dimensions and distances to other buildings, improvements, property lines, driveways, and proposed parking
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	j.	Site utilities and storm drainage systems and structures, indicate routing of all utilities to the point of connection to public facilities
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	k.	Note limits of 100-year Regulatory Floodplain and Floodway
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	l.	Location of public right-of-way adjacent to property
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	m.	Location of easements on the property.
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	n.	Layout and design of the parking areas, including ADA spaces, screening, offstreet loading/unloading areas, vehicle maneuvering area and pavement construction details
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	o.	Parking area lighting
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	p.	Landscaping plan
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	q.	Erosion and sedimentation control measures as required by sections 18-19(a)(5), 18-19(d)(3), and 18-51, Appendix Chapter 70, Section 7013 of Chapter 18, KCBRC, Code of Ordinances.

20. Structural:

REQ <input type="checkbox"/> N/A <input type="checkbox"/>	a.	Retaining Walls (1) Footings must meet or exceed minimum depth of 36" (2) Soils report or soil design calculations (i.e., vertical and lateral bearing, sliding, etc.) (3) Statement of design values used (i.e., assumed for stated soil classification, recommended in soils investigation report, etc.)
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21. Special Inspections: in accordance with Section 1704 of the International Building Code:

REQ <input type="checkbox"/> N/A <input type="checkbox"/>	a.	Identify applicable work requiring Special Inspection per KCBRC Section 18-22, IBC Section 1704 and Chapter Two of the CPD-DS Special Inspections Manual: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Place Reinforced Concrete <input type="checkbox"/> Drilled Piers or Piles <input type="checkbox"/> Structural Masonry <input type="checkbox"/> Verification of Soils </div> <div> <input type="checkbox"/> Excavation and Fill <input type="checkbox"/> Place Reinforcing Steel <input type="checkbox"/> Detention Basin <input type="checkbox"/> Other </div> <div> <input type="checkbox"/> Testing of Reinforced Concrete <input type="checkbox"/> Earth Retaining Structure <input type="checkbox"/> Bolts installed in Concrete </div> </div>
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	b.	Identify the Special Inspector for each work item and submit qualifications and letter of acknowledgment from Special Inspector. If unknown, submit time schedule for submittal

22. Floodplain: applications for floodplain certificates may be filed separately or with applications for permit

REQ <input type="checkbox"/> N/A <input type="checkbox"/>	a.	A letter of request for Floodplain Certificate, describing the site involved.
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	b.	Site plans at a scale not less than 1"= 60' based on the City's Datum Plane (722.57' NAVD = 0' KCD) showing: (1) Existing and proposed contours and floodplain boundaries (2) Existing and proposed contours (3) Elevations: (A) Regulatory flood level-NAVD (B) Regulatory flood level-KCD (C) Lowest floor elevation-KCD (4) Legal description, locations and dimensions of property lines. (5) City benchmark in the area (contact City Surveyor in Public Works Department). (6) Verification that all utilities and mechanical equipment will be protected from flooding by elevation or flood-proofing means.
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	c.	Calculations substantiating no calculable increase in the flood level in the occurrence of a regulatory flood when construction is within the regulatory floodway.
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	d.	Evidence that permits required by Section 404 of the Clean Water Act or other necessary permits have been obtained from the United States Corps of Engineers.
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	e.	Stormwater runoff calculations
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	f.	Name and address of the property owner
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	g.	Note on plans boundaries of 100-year Regulatory Floodplain and Floodway.

DEPT. OF PARKS & RECREATION – PLANNING SERV. DIV.

23. Plan Requirements:

REQ <input type="checkbox"/> N/A <input type="checkbox"/>	a.	Site plans showing property lines and boulevard or parkway right-of-way
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	b.	Dimensioned setbacks of proposed structures from property lines
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	c.	Existing and proposed drive approaches, reference the appropriate standard
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	d.	Existing and proposed storm drainage inlets
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	e.	Demolition areas
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	f.	Existing and proposed street trees
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	g.	Existing and proposed signage

DEPT OF PUBLIC WORKS – TRANSPORTATION SERVICES SECTION

24. Plan Requirements:

REQ <input type="checkbox"/> N/A <input type="checkbox"/>	a.	Location of drive approaches on public streets and driveway geometrics.
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	b.	Identification of Public Works Standards for public improvements.
REQ <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	c.	Include Structure Inventory and Assessment (SI&A) Sheet on Sheet 2 of Plan set if Plan propose construction of a “Bridge” as defined by FHWA (See Important Notices) for additional information.